

REAL PROPERTY PLANNING BOARD

Summary:

The Real Property Planning Board of the Department of Emergency and Military Affairs has been organized to make recommendations to The Adjutant General relative to planning and reviewing the management of Department real property. This directive sets forth the procedures for administration of the Department’s Real Property Planning Board, including the composition, duties and responsibilities.

CONTENTS

CHAPTER 1

General

References..... 1

Purpose...

Scope..

Policy and Objectives 1-1

Definitions..... 1

Abbreviations.....

CHAPTER 2

Real Property Planning Board

Organization..... 2-1

Authority and Responsibility 2-1

 State Operating Budget 2-1

 State Capital Improvement and Building Renewal..... 2-1

 Armory Revenue 2-2

 Cooperative Agreement, Appendix 1 2-2

 Military Construction (MILCON) 2-3

O&M Construction and Major Maintenance/Repair	2-3
Committees	2-3
Environmental Quality Control Council (EQCC)....	
Army Stationing and Installation Plan (ASIP).....	2-9
Installation Status Report (ISR).....	2-9
Other	2-9

TABLES

Tentative Due Dates..

Authorized Funding Source

CHAPTER 1 GENERAL

1.1 REFERENCES

- Arizona Revised Statutes
- DEMA Directive 50.03
- DEMA Directive 50.04
- NGR 5-1/ANGI 63-101

1.2 PURPOSE

The purpose of this directive is to establish the policies and procedures governing the Real Property Planning Board (RPPB) of the Department of Emergency and Military Affairs (DEMA).

SCOPE

This directive is applicable to all facilities listed in the Facilities Inventory and Support Plan (FISP) authorized State or Federal support.

1.4 POLICY AND OBJECTIVES

- 1.4.1** To ensure the best use is made of Federal and State funds, whether appropriated or non-appropriated, for support of Department facilities.
- 1.4.2** To ensure fiscal integrity by overseeing the administration of funds for compliance with applicable State and Federal laws.
- 1.4.3** To support the Strategic Plan by making sound recommendations to The Adjutant General relative to real property.
- 1.4.4** To make recommendations to the General Staff regarding its authority relative to real property as granted by the State legislature.

DEFINITIONS

Architectural & Engineering Services Title I: field surveys and investigations required to obtain data, essential to the performance of the production of complete designs and Title II: observation of construction and administration of the construction contract.

Armory See Readiness Center

Armory Revenue State non-appropriated funds derived from the leasing of State real property.

Army Installation and Stationing Plan The official document that gives the authorized, projected force structure at installation level for planning and programming real properties required to support personnel and activities.

Building A facility on a space of land, covered by a roof, enclosed by walls, and usually with flooring.

Capital Improvement Changes regardless of source of funds, which provide additional items of real property; constitute an improvement which materially increases the material worth of the facility, substantially extends the useful life of the real property; or increases the number of "units of measure".

Construction The erection, installation, or assembly of a new facility; the relocation of a facility; the complete replacement of a facility; or the addition, expansion, extension, alteration, or conversion (to a new type of use) of an existing facility. This includes equipment (not furniture) installed and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements. It also includes increases in components of facilities for functional reasons and the extension of utilities to areas not previously served.

Facility An item of real property, which may be a building, structure, utility system, or land.

Federal Facility Any facility on Federal land, except any building built with 100% State funding and occupied by 100% State personnel.

Installation An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the State, controlled by and at which the ARNG is permanently assigned. (AR 20-20). The State Master Plan concept establishes each State as a single installation (NGB-AEN-R Letter dated 2 May 1996, Subject State Master Planning).

Installation Commander The commanding officer of an installation, i.e., The Adjutant General.

Licensed Readiness Center A Readiness Center on Federal land. A licensed Readiness Center may be authorized support with 75% Federal funding with a 25% State match.

Long Range Construction Program Installation commander's prioritized list of major construction projects.

Logistics Facility A facility used in the procurement, supply or maintenance of equipment, movement of personnel, the provision of facilities or services, or related matters, i.e., OMS, CSMS.

Maintenance The work required to preserve and maintain a piece of real property or real property facility in such condition that it may be effectively used for its designated function. It includes work done to sustain existing components (such as renewal of disposable filters, painting, caulking, refastening loose siding, and sealing asphalt pavement) and cyclic work done to prevent damage which would be more costly to restore than to prevent.

Major Maintenance and Repair Maintenance and repair projects that exceed a maximum dollar threshold set by the RPPB and therefore must be approved by the Board.

Minor Construction See O&M Minor Construction

MILCON Military Construction, NG (MC NG) Construction projects larger than \$1.5M specifically appropriated by Congress from appropriation 2085. (For projects under \$1.5M see Unspecified Minor Construction)

Modernization Improve facilities to meet current mission needs.

O&M Minor Construction Construction projects of \$500K or less that are funded from Appropriation 2065 (Operations and Maintenance).

Real Property Land and improvements to land, buildings including improvements and additions, and utility systems. It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (such as plant equipment).

Real Property Development Plan The Installation Commander's plan for the management and development of the installation's real property resources. (AR 210-20)

Real Property Operations and Maintenance – Personnel Allocation System (RPOM-PAS) The automated system used by NGB and the State to determine manpower requirements for federally reimbursed RPOM State employees.

Real Property Planning Board A board consisting of members of the command, operational, engineering, planning, and tenant interests of the installation that advises the installation commander on planning decisions. (AR 210-20)

Readiness Center A building that houses one or more units of the ARNG and that is used for home station training and administering those units. It includes adjacent or supporting buildings that are used for unit training and administration.

Repair The restoration of a piece of real property or real property facility to such condition that it may be effectively used for its designated function. Repair may be overhaul, reprocessing, or replacement of deteriorated component parts or materials. It may also include the relocation or reconfiguration of land and building components and utility systems and the upgrade of the same to current building and other codes.

Restoration Improve facilities to current standards.

State Building Renewal Program The Arizona Department of Administration provides State funds for life safety, infrastructure, reconfiguration or renovations, and interior finishes of State real property.

State Capital Improvement Program The Arizona Department of Administration provides State funds for major building additions to existing or construction of new State facilities.

State Facility A State owned facility on State land. Such a facility is authorized support from 100% State funds.

State Owned Readiness Center A Readiness Center on State land. State owned Readiness Centers may be constructed with 75% Federal funds with a 25% State match. If constructed with Federal funds, NGB retains an interest in the Readiness Center for 25 years.

Structure A Real Property facility that is classified as other than land, building, or utility system. Facilities such as bridges, waterfront improvements, fences, roads, parking areas, flagpoles, swimming pools, towers (except communication), tent frames and floors, historical monuments, permanent grandstands and bleachers, walls, tanks, and underground storage facilities.

Sustainment Maintain facilities at the status quo.

Unspecified Minor Construction (UMI) Construction projects of \$1.5M or less not specifically appropriated by Congress, and funded from Budget Activity 3 of Appropriation 2085 (MILCON).

Utility System A network which provides a service or a commodity necessary to keep a facility operational, e.g., water, electricity, sewage, etc.

50% Federal Facility (50/50) A facility authorized on the FISP to receive 50% Federal support funding with a 50% State match. Example: Licensed readiness center.

75% Federal Facility (75/25) A facility authorized on the FISP to receive 75% Federal support funding with a 25% State match. Example: A logistics facility such as an OMS.

100% Federal Facility A facility authorized on the FISP to receive 100% Federal support funding. Example: A training facility such as the RTI.

100% State Facility A facility not authorized on the FISP to receive Federal support funding and provided for in the State Operating Budget. Example: State owned readiness center.

1.5 ABBREVIATIONS

A&E	Architectural & Engineering
AASF	Army Aviation Support Facility
AFG	Annual Funding Guidance
AFP	Annual Funding Program
AMSCO	Army Management Structure Code
ASIP	Army Stationing and Installation Plan
ATS	Automated Targeting Systems
BOATS	Budget Operating And Tracking System
CA	Cooperative Agreement
CFMO	Construction & Facilities Management Officer
CSMS	Combined Service Maintenance Support
EPR	Environmental Program Report
EQR	Environmental Quality Report
FAD	Funding Authorization Document
FAT	Funding Allowance Target (37-4-1)
FISP	Facilities Inventory and Support Plan
FMO	Facility Management Office
FOMA	Facilities Operations Maintenance Agreement

ABBREVIATIONS (cont.)

GCAPL	Grants and Cooperative Agreements Policy Letter
IDS	Intrusion Detection Systems
ISR	Installation Status Report
JCNTF	Joint Counter Narcotics Task Force
J-SIIDS	Joint Services Interior Intrusion Detection Systems
LRCP	Long Range Construction Program
MAMSCO	Major Army Management Structure Code
MCA	Master Cooperative Agreement
MVSB	Motorized Vehicle Storage Building
OMS	Organizational Maintenance Shop
PRIDE	Planning Resource for Infrastructure Development and Evaluation
RPDP	Real Property Development Plan
RPOM ¹	Real Property Operations & Maintenance
RPOM-PAS	RPOM Personnel Allocation Standard
RTLTP	Range Training Land Program
SIOH	Supervision, Inspection and Overhead
SISP	State Inventory and Stationing Plan
SRM ¹	Sustainment, Restoration, Modernization
SULP	Special Use Land Permit
TAG	The Adjutant General
USPFO	United States Property & Fiscal Officer
UTES	Unit Training Equipment Site

1. OSD guidance replaces Real Property Maintenance (RPM) terminology with Sustainment, Restoration, Modernization (SRM).

CHAPTER 2

REAL PROPERTY PLANNING BOARD

2.1 ORGANIZATION

The RPPB consists of stakeholders in facilities. The following shall serve as members of the RPPB: the Director Joint Programs, the Chief of Staff, the Command Sergeant Major, the DCSLOG, the DCSOPS, the DCSPER, and the commander or representative of each AZ ARNG MACOM . It is chaired by the Assistant Adjutant General, Army. The DCSIM, the Construction and Facilities Management Officer (CFMO), Master Planner, State Resource Manager (DEMA/JP-R) and the USPFO will serve as advisors. The FMO Budget Officer will serve as recorder.

RPPB meetings will be held quarterly or more frequently as directed by the Chairperson.

All recommendations put forth by the RPPB and presented to The Adjutant General for approval will be determined on the basis of majority voting.

2.2 DUTIES AND RESPONSIBILITIES

State Operating Budget

- NLT August 15 of each year, the CFMO will present to the RPPB the FMO input to the DEMA State Operating Budget Request (SOBR), including critical issues, for the Board's review.
- The RPPB will review FMO's input and make recommendations to The Adjutant General as to whether it fairly represents the Department's facilities management requirements within the constraints of the Governor's budget guidance.

State Capital Improvement and Building Renewal

- The RPPB will establish priorities for the State Capital Improvement Plan and Building Renewal (CIP/BR) program.

- NLT fifteen days prior to the date due to ADOA, the CFMO will present to the RPPB the DEMA submission to the CIP/BR program.
- The Board will review the submission and forward it to The Adjutant General for approval/signature.

2.2.3 Armory Revenue

- The RPPB will serve as the Executive Armory Board.
- The RPPB will administer the rules promulgated by the General Staff relative to Armory Revenue.
- The RPPB will oversee the activities of the Armory Boards.
- The RPPB will establish priorities for the distribution/execution of funds in the Executive Armory Account.
- The RPPB will assume the duties and responsibilities noted in DEMA Directive 50.04 for unoccupied or inactive readiness centers.

2.2.4 Cooperative Agreement, Appendix 1

- NLT June 15 of each year, the CFMO will present to the RPPB the Budget Organization and Tracking System (BOATS) report for the Board's review.
- The RPPB will review the BOATS report and forward it to The Adjutant General for signature and submission to NGB.
- NLT 60 days after receipt of the final Annual Funding Program (AFP) from NGB, the CFMO will present to the RPPB the recommended distribution of funds for the Board's approval.
- The RPPB will review and approve the distribution of funds.
- The RPPB will establish priorities and approve the Unfunded Requirements (UFR) list.
- The RPPB will approve/disapprove all requests for reprogramming of funds between program/target managers.

2.2.5 Military Construction (MILCON)

- The RPPB may recommend projects be added or deleted on the Long Range Construction Program (LRCP) NLT Oct 1 of the year prior to submission to NGB in order to allow sufficient time to complete the DD Forms 1390/91.
- NLT March 1st of each year, the CFMO will present to the RPPB the State-level LRCP and DD forms 1390/1/1C for their review.
- The RPPB will review the priority of projects on the State-level LRCP, make recommendations and forward it to The Adjutant General for signature.

O&M Construction and Major Maintenance/Repair

- The RPPB will establish priorities for the Federal O&M Construction and Federal Major Maintenance/Repair Programs.
- The RPPB will establish priorities for the State Major Maintenance/Repair Programs.

Committees

- The Engineering Review Board is established as a subcommittee of the RPPB.
- The RPPB may establish additional subcommittees at the pleasure of the Chairperson.
- Ad hoc committees may be formed as needed to address specific real property issues at the pleasure of the Chairperson.

2.2.8 Environmental Quality Control Council (EQCC)

- The RPPB will serve as the EQCC as required by AR 200-1/2/3/4.
- The RPPB will review the budget and Environmental Program Requirements (EPR).

2.2.9 Army Stationing and Installation Plan (ASIP)

- The DCSOPS will present the ASIP to the RPPB for review prior to forwarding to The Adjutant General for submission to NGB.

2.2.10 Installation Status Report (ISR)


- The FMO will present the ISR Part I and II to the RPPB for review prior to forwarding to The Adjutant General for submission to NGB.
- The USPFO will present the ISR Part III to the RPPB for review prior to forwarding to The Adjutant General for submission to NGB.

2.2.11 Other

- The RPPB will recommend installation architectural/design themes for approval by The Adjutant General.

BY ORDER OF THE GOVERNOR:

DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General



MICHAEL E. VIRGIN
Director
Joint Programs Division

TABLE T-1
TENTATIVE SUSPENSE DATES¹

<u>Submission</u>	<u>OPR</u>	<u>RPPB Review</u>	<u>Due to:</u>	<u>Date Due</u>
Army Stationing and Installation Plan	DCSOPS	Jan 15th	NGB/	March
Long Range Construction Program	DEMA/JP-F	February 28th	NGB/ARI	March 15th
Environmental Program Report	DEMA/JP-F	March 30th	NGB/ARE	April 15 th
Environmental Quality Report	DEMA/JP-F	March 30th	NGB/ARE	April 15 th
Installation Status Report Part I	DEMA/JP-F	March 30th	NGB/ARI	April 15 th
Installation Status Report Part II	DEMA/JP-F	March 30th	NGB/ARE	April 15 th
Installation Status Report Part III	USPFO	March 30th	NGB/ARI-R	April 15 th
Annual Review of FISP	DEMA/JP-F	March	NGB/ARI ²	April
Capital Improvement/Building Renewal Program	DEMA/JP-F	2 weeks prior	DOA	June 1 st ³
Budget Operations and Tracking System	DEMA/JP-F	June 15th	NGB/ARI	June 30th
State Operating Budget Request	DEMA/JP-R	August 15th	OSPB	Sept 1st

1. All dates are approximate and subject to change.
2. Through the USPFO.
3. Or 30 days after the close of the legislature if later than June 1st

TABLE T-2
AUTHORIZED FUNDING SUPPORT^{1,2}

Type Facility	100% Federal	75% Federal	50% Federal	100% State	Armory Revenue	Building Renewal	Capital Improvement	MILCON	UMI	O&M Minor Construction
Readiness Center										
Licensed		Yes ³			Yes	Yes	Yes	Yes ⁴	Yes ⁴	Yes ⁵
State Owned			Yes ⁶	Yes	Yes	Yes	Yes	Yes ⁷	Yes ⁷	Yes ⁸
State Facility										
Emergency Management				Yes ⁹		Yes	Yes			
Military Affairs				Yes		Yes	Yes			
Project Challenge				Yes ⁹		Yes	Yes			
Logistics										
AASF	Yes							Yes	Yes	Yes
CSMS		Yes						Yes	Yes	Yes ⁵
OMS		Yes						Yes	Yes	Yes ⁵
UTES	Yes							Yes	Yes	Yes
Other Logistics Facilities		Yes						Yes	Yes	Yes ⁵
Training										
FS-CATT	Yes ¹⁰							Yes	Yes	Yes
RTI	Yes							Yes	Yes	Yes
Other Training Facility	Yes							Yes	Yes	Yes

1. If a conflict exists between NGR 5-1 or Arizona Revised Statutes and this table, NGR 5-1 or Arizona Revised Statutes prevails.
2. For Federal support, maximum reimbursement authorized is indicated however, nothing shall preclude the State Military Department from requesting reimbursement at a lesser rate.
3. Utilities, maintenance and repair, and Operations and Maintenance Minor Construction only.
4. 100% Federally funded when Federal contracting procedures are used or 75% Federal reimbursed when State contracting procedures are used.
5. Specified, approved Operations and Maintenance Minor Construction projects are eligible for 100% Federal reimbursement otherwise 75% Federal reimbursement.
6. Only utilities; maintenance and repair of AGR/technician offices and work areas; and repair of major building systems.
7. Limited to 75% of allowable cost of construction, exclusive of land costs and site preparations, which are State funded. Except costs for the construction of additions to Readiness Center projects that are caused by conversion, redesignation, or Federally directed reorganization of units during force structuring are reimbursed with 100% Federal construction reimbursement.
8. In accordance with U.S.C. 12836(b)(1) and (2), 100% of the cost of architectural, engineering and design services; and a percentage of the cost of construction calculated so that upon completion of construction the total contribution equals 75% of the total.
9. Divisions other than Military Affairs will either provide their own PCA and Index to be charged or reimburse FMO from funds appropriated to them by the State legislature.
10. Utility costs and other Federally directed operational support costs only.